

~~CONFIDENTIAL~~

22 October 1956 ^{Revised} Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
✓ 1.	D/L	Dept. of Defense Basic Support Agreements and Operating Agreements	D/L	Direct	As completed	Destroy only when instructed	
✓ 2.	Admin. Staff	Mission and functions of all elements of OL	Admin Staff	Direct	As written or revised	Destroy when superseded	
✓ 3.	Admin. Staff	Aliases and Pseudos/OL	(FI/RI)				
✓ 4.	Admin. Staff	Approved T/O for OL	Admin Staff	Machine Tabulation	Monthly (Subsequent to current month)	Automatic replacement	
✓ 5.	Admin. Staff	Position Inventory for OL	Personnel Office	Microfilm	Three months		
✓ 6.	Admin. Staff	Personnel Information Cards	Personnel Office	Machine Run	Three months		
✓ 7.	Admin. Staff	OL Annual Final Budget Estimates	AS/B&F Branch	Direct	Annual	Destroy when superseded	
✓ 8.	Admin. Staff	OL Instructions and Procedures	AS/R&S Branch	Direct	As issued	Destroy upon notification of rescission	
✓ 9.	Admin. Staff	List of Couriers Auth. for Top Secret	AS/MCB	Direct	As Revised Semi-Annually	Destroy when superseded	
 ✓ 10. Admin. Staff Major Base Status AS/Support Br. Direct Semi-Annual Destroy when superseded by report 							

~~CONFIDENTIAL~~

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

Attachment 1
6 January 1956
to LI 40-6-4

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10.	Admin. Staff	Any Plans Applicable to Emergency Relocation Operations	Admin. Staff	Direct	As Prepared	Destroy when superseded	
11.	Security Staff	List of Post Office Boxes used by OL components (Project H/9) Contractors	Security Staff	Microfilmed	Annually	Destroy upon receipt of new microfilm	
12.	Security Staff	List of Cleared Personnel (Contractor and Govt. Affiliates) - Project M-135	Security Staff	Microfilmed	Annually	Destroy only when instructed	
13. 14.	Planning Staff	a. Studies on major problems or issues which require considerable time to accomplish the recommended action, or which require coordinated joint action with other Govt. Agencies	Planning Staff (various sections)	Direct copies (microfilm if considered more feasible)	As prepared	Destroy only upon instruction	
		Major Base Status Report	Planning Staff	Direct	Quarterly Semi-Annual	Automatic Destruction upon receipt of new Report	

put in as separate item

13. Security Staff Plant Protection Summary (by Company Name) SS Direct as Prepared Destroy only upon instruction

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

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14. 16	Planning Staff	Materiel requirements analysis and planning data relating to: a. T/OEA Concepts ✓ b. Force Strength ✓ c. Base Distribution concepts d. Completed Determinations of Materiel requirements ✓ e. Factor tables, weights, cubes and similar planning data	PD/Contract Br. Planning Staff	Direct copies	As prepared	Destroy only upon instruction	
15. 17	Planning Staff	Plans and rosters applicable to the emergency relocation operations of the Office of Logistics	Planning Staff	Direct copies	As prepared or modified	Destroy only upon instruction	
18. 16	Procurement Division	Contracts, Amendments, Letters affecting Contracts and other documents, such as Findings and Determinations, GSA Form 1036, etc. (This does not include specifications when, for security reasons, they are not made a part of OL files)	PD/ Contract Br. AEC Staff	Direct	Currently as prepared	Destroy upon notification of completed payment	

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~
VITAL MATERIAL SCHEDULE

Attachment 1
6 January 1956
to LI 40-6-4

OFFICE OF LOGISTICS

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17.	Procurement Division	Vendor Contract Cards <i>(Cross Reference)</i> Record by Contractor's Name of Contracts Awarded. Form No. 667	PD/SPB <i>Posted by Repository To Card Record from Contracts Deposited</i>	Microfilm	See Remarks	Destroy upon receipt of new microfilm	<i>Upon Instruction</i>
18.	Procurement Division	Ledger, Contracts and other Important Papers on Foreign Arms Procurement Matters. <i>(Project M-44)</i>	PD/SPB <i>al. 4 chif</i>	Microfilm Ledger-- Copies Contracts	Quarterly as received	Destroy only when instructed	
19.	Procurement Division	GSA Procedural letters relating to the establishment and continuation of the General Working Fund for procurement of General Services material and supplies for special items, Region 3	PD/SPB	Microfilm, or copies when possible	As received	Destroy only when instructed	
<i>See attached</i>							
20.	Procurement Division	Accountings, special procurement, cash advance funds	PD/SPB	Copies	As prepared	Maintain a 3 year level of accountings	
21.	Procurement Division	Contracts executed by Special Purchase Branch	PD/SPB	Direct	Copies currently as prepared	Destroy upon notification of completed payment	
23, 22.	Procurement Division	Any written Division operating procedures and Plans applicable to emergency relocation operations	PD/Off. of the Chief	Direct	As written	Destroy only upon instruction	

201	Document Proc.	Purchase Documents (Other than contracts)	PD/GPS	Disch (Monthly Fiscal)	Monthly	Retain three months level
		a. Purchase Orders (Orders containing all purchase orders for one month)				
		b. Military Purchase Orders (Orders Orders) (Orders containing all Military Orders for one month)	PD/MPS	"	"	Retain nine months level
		c. Blanket purchase Orders for Agreements	PD/GPS	Disch	Agreement	Retain one year, or three years as instructed Do they again instructions

24.
Proc. Dir.

Project Fullon
Administrative Plan,
Protective Documents
& Operating Procedures
for Project [REDACTED]
(Sealed Envelope)

PD/General
Subjects

Direct as Changes
Occur

25X1A2g

Signature
Onky Upon
Inspection

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
23	Supply Division	Agency Catalogue Publications	SD/ICB	Direct	As published	Withdraw upon receipt of superseding publications	
24	Supply Division	Stock Accounting Change Letters	SD/ICB	Direct	As published (monthly)	Destroy upon receipt of semi-annual Stock Status Nomenclature Cards (Item 25)	
25	Supply Division	Publications: a. DSMA H 2-3, Federal Supply Classification - Alphabetic Index b. Cataloging Handbook H 6-1, Federal Item Identification Guides c. Cataloging Handbook H 2-1, Federal Supply Classification - Groups and Classes	SD/ICB	Direct	As published (approx. semi-annually)	Withdraw and return upon receipt of superseding publications	<i>See addition</i> <i>an extension of time may be</i>
26	Supply Division	Deeds of Trust Registered for Covert Vehicles (Project M-136)	SD/SOB/VS	Microfilm	Quarterly	Destroy only upon instruction	
27	Supply Division	Vehicle Record Cards (Project M-190)	SD/SOB	Microfilm	Six Months	Destroy upon receipt of New Microfilm	

~~CONFIDENTIAL~~

Supplies.	a.	Alphabetical Nomenclature	SD/ICB	IBM	<u>Frequency</u>	<u>Distribution</u>
		IBM Listing of Agency		Publication	Annual Report	Quarterly each monthly
27.		material which is			with Nomenclature	supplement report
		catalogued			monthly supplements	offered after
						monthly supplement.
						Quarterly all report
						receipt of report
						complete set.

~~CONFIDENTIAL~~Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
28.	Supply Division	Overall forecasts of materiel requirements (gross) covering a 2 year period, as prepared by operating elements and submitted to OL, Dec. each year	SD/SOB/RS	IBM Tabulation	Annual	To be held for 2 years	
29	Supply Division	Overall forecasts of materiel requirements (net) covering a 2 year period as completed in June each year	SD/SOB/SMS	IBM Tabulation	Annual	To be held for 2 years	
30.	Supply Division	Schedules of World-wide Requirements and Assets	SD/SOB/SMS	Copy	As prepared	Destroy when superseded	
31.	Supply Division	Stock Status Files (includes "In Use", and "On Hand"-MRD #315 & 304)	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approx. 36M Cards)	
32.	Supply Division	New Balance Forward Cards (Includes "In Use", and "On Hand"-MRD #315 & 304)	Machine Records	Machine Run Cards	Each Cut-Off Period	To be held by the Repository until the next semi-annual Stock Status Machine Records to run and then destroyed. (Approx. 8M cards each run)	To be made up each cut-off period (bi-weekly) used by Machine Records to serve their needs and released for disposal as soon as possible prior to next cut-off
32 33	Supply Division	In Transit Report (MRD #311)	Machine Records	Machine Tabulation	Monthly	Automatic Replacement	

~~CONFIDENTIAL~~

33 Supply Dir.	Stock Status Records					
	a. In Use Reports (MRD# 315)	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approp. 36 for Card)	
	b. On Hand Reports (MRD# 304)	"	"	"	"	"
4 Supply Dir.	New Balance Forward Cards					
	a. In Use (MRD# 315)	"	"	Monthly	To be merged with Item No. 4 (above) as received.	
	b. On Hand (MRD# 304)	"	"	Semi-Monthly		
5 Supply Dir.	Bond Shipping for the above (Steps - 4 -)	"	Bond	Current	To be held until replaced	

Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

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34	Supply Div/SOB	Activity Registers Stock On Hand Stock In Use Stock Nomenclature (MRD #304,315)	Machine Records	Machine Run Cards IBM Listing	Each Cut-Off period	To be held until the next semi-annual Stock Status run and then destroyed	Run each cut-off period and deposited with New Balance Forward Cards
35	Supply Div/SOB	Stock Status Nomenclature Cards (MRD #399)	Machine Records	Machine Run Cards	Semi-Annual	Automatic Replacement (Approx. 100M Cards)	
36	Supply Div/SOB	Machine Tabulation of Due-In and Due-Out Stock Reports (MRD #306)	Machine Records	IBM Tabulation	Semi-Monthly	Automatic destruction of report authorized upon receipt of new report	
37	Supply Div/SOB	Monthly IBM Tabulation Stock Status Report by Family Groups (MRD #304,315)	SD/SOB Machine Records	IBM Tabulation	Bi-Monthly	Automatic destruction upon receipt of New Report	
38	Supply Div/SOB	25X1A6a Stock Status Report (Agency Assets In Stock or In Use at Field Activities)	SD/SOB SM	Direct IBM Tabulation	Semi-Annual (Subsequent to present quarter)	Automatic destruction upon receipt of new report	
39	Supply Div/SOB	Accountable Stations Quarterly Report	SD/SOB	Direct	Quarterly Semi-Annual	Upon receipt of New Report	
40	Supply Div/SOB	Stock Status Report (Agency Assets In Stock)	SD/SOB	Direct IBM	Semi-Annual		

40 Supply	Fixed Deposit and Accountable Station/Stock Status Reports consisting of:	SD/SOB/SM	Fixed	Senior Annual	The two latest reports to be referred. District folders
	a. Consolidated IBM Listing				
	b. Individual Manual Reports				
	c. Dollar Value Report				
41 Supply	Fixed Deposit and Accountable Station/Property for Sale Reports consisting of:	"	"	"	
	a. Individual Manual Report				
	b. Dollar Value Report				

Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

Item No.	Staff or Div.	Description of Material	To Be Deposited By	Direct Deposit or Microfilm	Estimated Frequency of Deposit	Disposition Instructions	Remarks or Follow-up
42	40. ✓ Supply Div. ORB	Militer Package File (Containing Coding, Package Sizes and Contents)	SD/ORB	Direct, as written (or Microfilm)	As written	Destroy only when instructed	
43	41. Supply Div/ORB	Carton Specifications (For Weapons and Ammunition)	SD/ORB	Direct	As written	Destroy only when instructed	
25X1A9a	45. Supply Div. ORB	Dep't. of the Army Work Orders (Reflecting condition, packing and serviceability of weapons and ammunition)	SD/ORB	Microfilm to date - Direct copies thereafter	As written	Destroy only when instructed	
44	43. Supply Div	Gross & Net Sq. Ft. by Location of Storage Space in Installations World-wide.	SD/STB	Direct	As written <i>for revised Semi Annual</i>	Destroy upon receipt of new report	Return To Be Brought Up To Date
45	44. Supply Division	Any written Division operating procedures or plans applicable to emergency relocation operations	SD/Off. of the Chief	Direct	As written	Destroy only upon instruction	
46	45. Transportation Division	Description and Assignment of all passenger carrying vehicles and trucks within the U.S. which are charged to Acct. #100, including certificate of title number (Project M 128)	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm	

CONFIDENTIAL

~~CONFIDENTIAL~~
VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

Attachment 1
6 January 1956
to LI 40-6-4

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46.	Trans. Division	Declarations of Trust from individuals having Agency-owned vehicles in their possession (Project M-25)	TD/HB	Microfilm	6 months intervals	Automatic destruction of microfilm authorized upon receipt of new microfilm	
47.	Trans. Division	Shipping Documentation Nomenclatures for TSS Special Items (to satisfy ICC Regs.)	TD/CB	Direct	As written or revised	Destroy only when instructed	
48.	Trans. Division	Code TO: a. Covert Shipping Address Listing (for use in telephoning) b. List of Shipping Channels by Station Cover	TD/CB	Direct	Quarterly	Destroy when superseded	
49.	Trans. Division	Port Code Designators	TD/CB	Direct	As prepared	Destroy when superseded	
50.	Trans. Division	Outside Contacts Listing: a. Dept. of Defense b. Dept. of State c. Dept. of Commerce d. Dept. of Treasury e. GSA f. Dir. of Traffic, D.C. g. Commercial Airlines h. Other Commercial Firms	TD/CB	Direct	As prepared	Destroy when superseded	

Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

OFFICE OF LOGISTICS

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51	Trans. Division	Form Letters Used by TD	TD/CB	Direct (one copy of each)	As prepared	Destroy when superseded	
52	Trans. Division	Publications a. GSA Regs, Title 1, Personal Property Management b. Pertinent Public Laws c. Campbell's Tariff d. Comprehensive Export Schedule e. Air Shipping Digest f. AF-TO-OO-85-13 g. Highway Mileage Guide h. Shipping Digest i. Official Railroad Guide j. Official Motor Freight Guide k. Official Airline Guide l. Official Steamship and Airway Guide m. The Forwarder	TD/CB	Direct	As published or revised	Destroy when superseded	<p>25X1A9a</p> <p>25/56</p> <p>see additional items for attached</p> <p>10/23/56</p>
53	Trans. Division	Tables of Vehicular Allowances (Project M-176)	TD/P&C	Direct	Initially microfilmed, subsequent TVA's (After 1 Jan '56) as written	Destroy when superseded	

Attachment 1
6 January 1956
to LI 40-6-4VITAL MATERIAL SCHEDULEOFFICE OF LOGISTICS

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54.	Trans. Division	Any written Division operating procedures and plans applicable to emergency relocation operations	TD/Off. of Chief	Direct	As written	Destroy only upon instruction	
55.	RE&C Div.	Deeds	RE	Direct (Photostat)	Copy as completed	Destroy only upon instruction	
56.	RE&C Div.	Leases, Construction Contracts and Utility Contracts	RE	Direct (Carbon copy)	Copy as completed	Destroy upon notification of completion	
57.	RE&C Div.	Use Permits	RE	Direct (carbon copy or photostat)	Copy as completed	Destroy upon notification of completion	
58.	RE&C Div.	Deeds to Safehouses (Sealed Envelope)	RE&C/SHE	Photostats	As prepared	Destroy only upon instruction	
59.	RE&C Div.	Inventory List of Safehouses (Sealed Envelope)	RE&C/SHE	Direct	Prepared Quarterly	Return to OL as replaced	
60.	RE&C Div.	Agency Telephone Directory	AS/R&S Br.	Direct	Quarterly	Automatic destruction of directory authorized upon receipt of new directory	

Attachment 1
6 January 1956
to LI 40-6-4

VITAL MATERIAL SCHEDULE

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61.	RE&C Div.	Any written Division operating procedures plans applicable to emergency relocation operations	RE	Direct	As written	Destroy only upon instruction	
62.	Ptg. Services Division	Any written Division operating procedures plans applicable to emergency relocation operations	PSD	Direct	As written	Destroy only upon instruction	